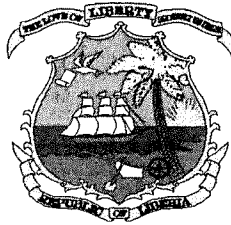


**REPUBLIC OF LIBERIA**  
**FORESTRY DEVELOPMENT AUTHORITY**  
**P.O.BOX 3010**  
**Whein Town, Mount Barclay**  
**Monrovia, Liberia**



Special Project

Quarterly Procurement Report

Calendar Year 2022

Quarter 1<sup>st</sup> Quarter (January – March 2022), 2<sup>nd</sup> Quarter (April – June 2022) , 3<sup>rd</sup> Quarter (July – September 2022) , & 4<sup>th</sup> Quarter (October – December 2022)

December 27, 2022

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## **1.0 Introduction and summary**

In keeping with sections 27(g) and 43(9), of the Amended and Restated Public Procurement and Concession Act, which requires each procuring Entities to submit quarterly report to the Commission. The Procurement Unit hereby submit the Quarterly procurement Reports for the 1<sup>st</sup> Quarter of Calendar year (CY)-2022 (January 1, 2022 – march 31, 2022), 2<sup>nd</sup> Quarter of CY-2022 April 2022 – June 30, 2022), 3<sup>rd</sup> Quarter of CY-2022 (July 2022 – September 30, 2022), and the 4<sup>th</sup> Quarter of CY-2022 (October 2022 – December 30, 2022).

During the period under review, the Chain of Custody of the Forestry Development Authority has completed the implementation of the following: During Quarter 1, the Chain of Custody of the Forestry Development Authority procurement plan for Calendar Year 2022 was prepared and sent to PPCC for provisional approval. Quarter 2: prepared all the bidding document for each contract packages such as Transport Equipment Vehicle, personal Protective Equipment (PPEs), ICT Equipment, Stationery, Life Insurance, Petroleum Products, and Lubricant. Furthermore, we issued out the Transport Equipment Vehicle & petroleum Products bidding Documents to potential bidders using the restricted bidding (RB) method of procurement.

Quarter 3: We did publication of invitation to bid for the following: Stationery, Personal Protective Equipment, ICT Equipment, and Life insurance in three (3) daily read newspapers and on an electronic media. Additionally, we completed the evaluation reports for Petroleum Products & Transport Equipment Vehicle and did a final contract for Transport Equipment Vehicle as per lot.

Quarter 4: The Chain of Custody of the Forestry Development Authority signed contracts with the most responsive bidders for the supply of the below contract packages such as personal Protective Equipment (PPEs) and Stationery. The two contract packages were done based on the lot.

During the period under review, the Chain of Custody of the Forestry Development Authority has completed the implementation of transport equipment vehicle, stationery, personal protective equipment (PPEs), and out of the twenty (20) planned contract packages within our approved procurement plan for the period under review.

Out of the total contract packages implemented thus far, *four (4) contract packages were acquired through the national competitive bidding (NCB) method of procurement; NCB was used for the procurement of four (4) contract packages: stationery, Personal Protective Equipment, ICT Equipment, and Life Insurance. Whereas restricted bidding (RB) method was used for the procurement of transport equipment & Petroleum Products. Out of the twenty (20) contract packages on the approved procurement plan, only three was awarded contract. We conducted a tendering process for most of the contract packages on the procurement plan and did the evaluation reports but there was no contract awarded due to insufficient fund.*

## **2.0 Challenges**

*During the period under review, the procurement unit faced lot of challenges in the implementation of the approved procurement plans.*

- ❖ *Lack of vehicle to enhance the implementation of the procurement process;*
- ❖ *Unavailability of funding for all the contract packages to be implemented;*
- ❖ *Lack of fund to carry on publication for all the national competitive bidding (NCB) method of procurement;*

## **3.0 Recommendations**

*Based on the challenges outlined above, we recommend that management quickly address these issues before the planned procurement process for calendar year 2023 starts.*

**Annex B: Copies of the quarterly actualized procurement plans**

Attached are copies of Approved Procurement Plans implemented during the quarter for which the report is being submitted.

**Annex C: Copies of notice of award**

Attach copies of all notice of intent to award contracts submitted to the Commission in accordance with Section 31 of the PPCA during the quarter under consideration

**Annex D: Copies of signed contracts**

Attached copies of all contracts signed during the quarter

**Annex E: Copy of PC quarterly meeting minutes endorsing the quarterly procurement report**

Attach a copy of the minutes of the Procurement Committee Meeting during which the quarterly procurement report was approved



4.0 Annexes:

Annex A: Summary Table


General Information
Forestry Development Authority
Quarterly Procurement Report
Quarter 1,2, 3, 4, 2022

SUMMARY OF PROCUREMENTS IN PROGRESS, PROCUREMENTS COMPLETED & CONTRACTS SIGNED

SPECIFIC INFORMATION																	
Item No	Package Code	Contract Package Description	Procurement Method	Source of Funding	Date of Advertisement/Bids Invitation	Date of Closing of Bids Submission	Number of Bids Received	Date of Transmission of Contract Award Notice by PC	Actual Contract Value	Name of Supplier /Contractor/Consultant/Service Provider	Supplier/Contractor/Consultant/Service Provider PCCC VR Status	Business Legal Owner	Business Beneficiary Owner	Date Contract Signed	Date of Delivery /Inspection	Proposed Contract Completion Date	Contract progress Status (Amount Paid)
1	IFB. No.FDA /COC/R B/002/2022	Transport Equipment Vehicle	RB	Government of Liberia Transitory Account	June 21, 2022	July 5, 2022	5	September 12, 2022	\$350,000	UMC/C ICA Motor	Good	Ranif Abon Chacra/	N/A	11/16/2022	November 28, 2022	N/A	\$326,350.00
2.	IFB. No.FDA /COC/N CB/001/2022	Personal Protective Equipment	NCB	Government of Liberia Transitory Account	June 9,2022	June 23,2022	2	October 18, 2022	\$20,000	Bashir Business Center/ Vishnu Trading Inc.	Good	Hassan M. Bashir/Pradeep K. Sachdev	N/A	10/18/2022	December 30, 2022	N/A	\$15,120.00

4.	IFB. No. FDA/C OC/SBA /NCB/00 3/2022	Stationery	NCB	Governme nt of Liberia Transitory Account	June 9, 2022	June 23, 2022	7	October 18, 2022	\$20.000	Lion Statione ry Store	Good	N/A	N/A	10/18/ 2022	January 6, 2023	\$8,000. 00
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Prepared By:   
 Manager, Project Procurement

Approved By:   
 Managing Director

Date: 12/29/2022